

***Guide to Workforce Investment Act (WIA) Title 1B  
Eligibility Determination and Documentation***

***Department of Workforce Development  
Division of Workforce Solutions  
March 2005***

**ADULT PROGRAM — Adults must meet General Eligibility Requirements and any Priority of Service criteria in effect in the WDA.**

<b>GENERAL ELIGIBILITY REQUIREMENTS</b> Each criterion must be documented.	<b>ACCEPTABLE DOCUMENTATION</b> Only one document from this column per eligibility criterion is required. Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use a form showing that program staff verified a specific document. See <b>Attachment 1</b> for a sample Document Verification Form and <b>Attachment 2</b> for a sample Telephone Verification Form.
<b>Birth Date/Age</b>  Applicants must be age 18 or older at the time of registration to participate in the adult program.	<ul style="list-style-type: none"> <li>• Baptismal or church record or hospital record of birth</li> <li>• *Birth certificate</li> <li>• DD-214 (Report of Transfer or Discharge Paper)</li> <li>• *Driver's license</li> <li>• Federal, State or local government issued Identification Card</li> <li>• *Passport</li> <li>• School records</li> </ul>
<b>U.S. Citizenship/ U.S. Work Authorization</b> <b>NOTE:</b> Documentation of either US citizenship or authorization to work in the US is required.  <b>Citizenship</b> - Use the U.S. State Department proof of U.S. citizenship documentation requirements for obtaining a U.S. passport to document citizenship for WIA. Acceptable documentation is listed at <a href="http://www.travel.state.gov/passport/get/first/first_830.html">http://www.travel.state.gov/passport/get/first/first_830.html</a> The primary sources of documentation are listed here.	<ul style="list-style-type: none"> <li>• *Passport</li> <li>• *Certified birth certificate issued by a city, county or state</li> <li>• Consular Report of Birth Abroad or Certification of Birth</li> <li>• *Naturalization Certificate</li> <li>• *Certificate of Citizenship</li> </ul>
<b>U.S. Work Authorization</b> - Use documentation as noted on INS I-9 form. For the latest version, see this website: <a href="http://uscis.gov/graphics/formsfee/forms/i-9.htm">http://uscis.gov/graphics/formsfee/forms/i-9.htm</a>	<ul style="list-style-type: none"> <li>• Verification document(s) that satisfy List A of the I-9 <b>or</b></li> <li>• Verification document(s) that satisfy List B <u>and</u> C of the I-9</li> </ul> See <b>Attachment 3</b> for Lists of Acceptable Documents

**ADULT PROGRAM — Adults must meet General Eligibility Requirements and any Priority of Service criteria in effect in the WDA.**

**Selective Service Registrant**

Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with *Section 3* of the Military Selective Service Act.

See TEGL 8-98 for guidance on the eligibility of males over age 26 who did not register -

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=1322](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322)

- Acknowledgement Letter
- Form DD-214
- Screen printout from the Selective Service Verification Internet site: [www4.sss.gov/regver/verification1.asp](http://www4.sss.gov/regver/verification1.asp)
- Selective Service Advisory Opinion Letter
- Selective Service Registration Card
- Selective Service Registration Record (Form 3A)
- Selective Service Verification Form
- Stamped Post Office Receipt of Registration

**Priority of Service** – Priority of service applies to intensive and training services in the adult program and includes public assistance recipients, low income individuals (as defined by the local WDB) and veterans (see WIA Policy Update 04-03). With the exception of veterans, it is not necessary to determine that an adult is eligible in accordance with the priority system until it is determined that the individual is in need of intensive services, and, then, only if there is a priority system in effect locally.

**Public assistance recipient**

See the Youth Program Eligibility Guide for acceptable documentation.

**Low income individual**

See the Youth Program Eligibility Guide on documenting family size and income.

**Veteran**

DD 214 (veteran's discharge paper). This form can be obtained through the county veterans' service officer or the Wisconsin Dept. of Veteran Affairs with the written consent of the veteran. Local Veterans Employment Representative may assist in obtaining this documentation.

**Other criteria determined by the local WDB**

As appropriate depending on the criteria.

**DISLOCATED WORKER PROGRAM – Dislocated Workers must meet General Eligibility Requirements, State Eligibility Requirements and Federal Eligibility Requirements**

<p><b>GENERAL ELIGIBILITY CRITERIA</b> Each criterion must be documented.</p>	<p><b>ACCEPTABLE DOCUMENTATION</b> Only one document from this column per eligibility criterion is required. Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use a form showing that program staff verified a specific document. See <b>Attachment 1</b> for a sample Document Verification Form and <b>Attachment 2</b> for a sample Telephone Verification Form.</p>
<p><b>U.S. Citizenship/ U.S. Work Authorization</b> NOTE: Documentation of either US citizenship or authorization to work in the US is required.</p> <p><b>Citizenship</b> - Use the U.S. State Department proof of U.S. citizenship documentation requirements for obtaining a U.S. passport to document citizenship for WIA. Acceptable documentation is listed at <a href="http://www.travel.state.gov/passport/get/first/first_830.html">http://www.travel.state.gov/passport/get/first/first_830.html</a>.</p>	<ul style="list-style-type: none"> <li>• *Passport</li> <li>• *Certified birth certificate issued by the city, county or state</li> <li>• Consular Report of Birth Abroad or Certification of Birth</li> <li>• *Naturalization Certificate</li> <li>• *Certificate of Citizenship</li> </ul>
<p><b>U.S. Work Authorization</b> - Use documentation as noted on INS I-9 form. For the latest version, see this Website: <a href="http://www.bcis.gov/graphics/formsfee/forms/files/i-9.pdf">http://www.bcis.gov/graphics/formsfee/forms/files/i-9.pdf</a></p>	<ul style="list-style-type: none"> <li>• Verification document(s) that satisfy List A of the I-9 or</li> <li>• Verification document(s) that satisfy List B <u>and</u> C of the I-9</li> </ul> <p>See <b>Attachment 3</b> for Lists of Acceptable Documents</p>
<p><b>Selective Service Registrant</b> Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with Section 3 of the Military Selective Service Act.</p> <p>See TEGL 8-98 for guidance on eligibility of males over age 26 who did not register - <a href="http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322">http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322</a></p>	<ul style="list-style-type: none"> <li>• Acknowledgement Letter</li> <li>• Form DD-214</li> <li>• Screen printout from the Selective Service Verification Internet site: <a href="http://www4.sss.gov/regver/verification1.asp">www4.sss.gov/regver/verification1.asp</a></li> <li>• Selective Service Advisory Opinion Letter</li> <li>• Selective Service Registration Card</li> <li>• Selective Service Registration Record (Form 3A)</li> <li>• Selective Service Verification Form</li> <li>• Stamped Post Office Receipt of Registration</li> </ul>

## STATE DISLOCATED WORKER ELIGIBILITY CRITERIA – Must meet all 3 criteria

<p>1. Dislocated from employment within the last five years; and</p>	<ul style="list-style-type: none"> <li>• Worker Adjustment and Retraining Notification Act (WARN) notice</li> <li>• Media article or announcement describing the layoff; must include name of medium in which published and date of publication</li> <li>• Employer or union representative letter or statement</li> <li>• Applicant statement</li> </ul>
<p>2. Either previous work history of two years if age 22 or older; previous work history of four years if age 21 or younger or a dislocation that is a result of a permanent plant or facility closing or substantial layoff regardless of work history; and,</p>	<p>Work History</p> <ul style="list-style-type: none"> <li>• Pay check stubs</li> <li>• W-2 and/or tax returns</li> <li>• Unemployment insurance records</li> <li>• Statement by the employer or union representative</li> <li>• Statement by an Unemployment Insurance representative</li> <li>• Applicant statement</li> </ul> <p>Closure or substantial layoff:</p> <ul style="list-style-type: none"> <li>• Bankruptcy documents (Chapter 7, Title 11 U.S.C.). Foreclosure notice or similar document provided by financial institution if it clearly shows that closure or mass layoff will occur due to its issuance</li> <li>• Media article/announcement describing closure/mass layoff which includes name of the medium and date of publication</li> <li>• Statement/list from the employer or union representative</li> <li>• WARN notice provided by the employer or authorized representative</li> <li>• Telephone verification</li> <li>• Applicant statement</li> </ul>
<p>3. No specific recall date from employer</p>	<ul style="list-style-type: none"> <li>• WARN notice provided by the employer or authorized representative</li> <li>• Media article or announcement describing the layoff. It must include the name of the medium in which published and the date of publication</li> <li>• Employer or union representative letter or statement</li> <li>• Applicant statement</li> </ul>

## FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of the 5 criteria

### Criteria 1 – Recently Dislocated

Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; and

- WARN notice
- Media article or announcement describing the layoff. It must include the name of the medium in which published and the date of publication
- Employer or union representative letter or statement
- Applicant statement

Is eligible for or has exhausted entitlement to UI, or

- Unemployment Insurance records
- Statement by an Unemployment Insurance representative

Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for UI due to insufficient earnings or having performed services for an employer not covered under a State UI law; and

- Pay check stubs
- W-2 and/or tax returns
- Unemployment Insurance records
- Statement by the employer or union representative
- Statement by an Unemployment Insurance representative
- Applicant statement

Is unlikely to return to a previous industry or occupation.

- Notice of UI profiling session
- Record of unsuccessful job search
- Internet site that indicates lack of industry/occupation availability
- Screen print of Labor Market Information that indicates lack of industry/occupation availability
- Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- DVR counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Employment Specialist's determination
- Applicant statement

## FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of the 5 criteria

### Criteria 2 – Plant Closure/Substantial Layoff

Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

Closure or substantial layoff:

- Bankruptcy documents (Chapter 7, Title 11 U.S.C.). Notice of foreclosure or a similar document provided by a financial institution if it clearly shows that a closure or mass layoff will occur as a result of its issuance
- Media article/announcement describing the closure/mass layoff which includes the name of the medium and date of publication
- Statement/list from the employer or union representative
- WARN notice provided by the employer or authorized representative
- Telephone verification
- Applicant statement

Notice of Layoff or Laid-off:

- WARN notice
- Other specific notice to employee of intent to lay-off
- Employer or union representative letter or statement
- Telephone verification
- Applicant statement

### Criteria 3 – Plant Closure/Substantial Layoff

Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or For purposes of eligibility to receive core services only, is employed at a facility at which the employer has made a general announcement that such facility will close.

- Bankruptcy documents, if declared under *Chapter 7*, Title 11, U.S.C.
- Notice of foreclosure or a similar document provided by financial institution; document must clearly show that a closure or mass layoff will occur as a result of its issuance
- Media article/announcement describing closure/mass layoff; it must include name of medium in which published and date of publication
- Statement from the employer or union representative
- Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual

## FEDERAL DISLOCATED WORKER CRITERIA – must meet 1 of the 5 criteria

### Criteria 4 – Self-employed

Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

- Bankruptcy documents listing both name of business and applicant
- Business license
- Copy of completed federal income tax return (Schedule SE) for most recent tax year
- Notice of foreclosure or intent to foreclose
- Media article/announcement describing closure/mass layoff which includes name of medium in which published and publication date
- Articles of incorporation for the business listing the applicant as a principal
- Applicant statement

### Criteria 5 – Displaced Homemaker\*

An individual who has been providing unpaid services to family members in the home and who:

- a. has been dependent on the income of another family member but is no longer supported by that income; and
- b. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

NOTE: for purposes of b. above, underemployed means a worker is either overqualified for his/her job, or is not working full-time and is working fewer hours than desired.

- Pay stubs or records
- Court records
- Bank records
- Notice of eligibility and benefits from public assistance agency
- Spouse's lay off notice
- Spouse's death notice
- Applicant statement
- Employment Specialist or Case Manager's determination



**YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.**

<p><b>General Eligibility Criteria</b> Each criterion must be documented.</p>	<p><b>Acceptable Documentation</b> Only one document from this column per eligibility criterion is required. Note: Documentation should be in the form of a copy of the relevant document. Documents that may not be photocopied are identified with an asterisk (*). For these documents, use of a form showing that program staff verified a specific document is acceptable. See <b>Attachment 1</b> for a sample Document Verification Form and <b>Attachment 2</b> for a sample Telephone Verification Form.</p>
<p><b>Birth Date/Age</b>  Applicants must be age 14 - 21 at the time of registration to be eligible to participate in the youth program.</p>	<ul style="list-style-type: none"> <li>• Baptismal or church record or hospital record of birth</li> <li>• *Birth Certificate</li> <li>• DD-214 Form</li> <li>• *Driver's license</li> <li>• Federal, State or Local Government Issued Identification Card</li> <li>• *Passport</li> <li>• School records</li> <li>• Work permit</li> </ul>
<p><b>U.S. Citizenship/ U.S. Work Authorization</b> NOTE: Documentation of either US citizenship or authorization to work in the US is required.  <b>Citizenship</b> - Use the U.S. State Department proof of U.S. citizenship documentation requirements for obtaining a U.S. passport to document citizenship for WIA. Acceptable documentation is listed at <a href="http://www.travel.state.gov/passport/get/first/first_830.html">http://www.travel.state.gov/passport/get/first/first_830.html</a>. The primary sources of documentation are listed here.</p>	<ul style="list-style-type: none"> <li>• *Passport</li> <li>• *Certified birth certificate issued by a city, county or state</li> <li>• Consular Report of Birth Abroad or Certification of Birth</li> <li>• *Naturalization Certificate</li> <li>• *Certificate of Citizenship</li> </ul>
<p><b>U.S. Work Authorization</b> - Use documentation as noted on INS I-9 form. For the latest version, see this website: <a href="http://www.bcis.gov/graphics/formsfee/forms/files/i-9.pdf">http://www.bcis.gov/graphics/formsfee/forms/files/i-9.pdf</a></p>	<ul style="list-style-type: none"> <li>• Verification Document(s) that Satisfy List A of the I-9 or</li> <li>• Verification Document(s) that Satisfy List B <u>and</u> C of the I-9</li> </ul> <p>See <b>Attachment 3</b> for Lists of Acceptable Documents</p>

***YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.***

**Selective Service Registrant**

Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with Section 3 of the Military Selective Service Act.

A male who turns 18 during WIA participation must submit evidence that he has complied with the Military Selective Service Act.

See TEGL 8-98 for guidance on the eligibility of males over age 26 who did not register -

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=1322](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322)

- Acknowledgement Letter
- Form DD-214
- Screen printout of the Selective Service Verification Internet site: [www4.sss.gov/regver/verification1.asp](http://www4.sss.gov/regver/verification1.asp)
- Selective Service Advisory Opinion Letter
- Selective Service Registration Card
- Selective Service Registration Record (Form 3A)
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- Stamped Post Office Receipt of Registration

Economic Eligibility

95% of all youth served must be low-income individuals (those not low income must meet the eligibility requirements for the 5% window).

“Low-income individual” includes:

1. Family income at or below the Federal Poverty Limit (FPL) or 70% of the Lower Living Income Standard (LLSIL). Annual family household income may be determined by multiplying by two the income 6 months prior to application. Note: these rates are updated annually.
2. Recipient or member of a family that receives cash payments under a Federal, State or local income-based public assistance program
3. Member of a household that receives or has been determined within the 6 months prior to application to be eligible to receive food stamps
4. Foster child on behalf of whom state or local government payments are made
5. Homeless
6. An individual with a disability whose own income meets low-income requirements but who is a member of a family that does not meet those requirements.

Barriers/Characteristics

All youth must possess at least one of the following barriers:

1. Deficient in basic literacy skills
2. School dropout
3. Homeless, runaway or foster child
4. Pregnant or parent
5. Offender
6. Needs additional assistance to complete an educational program, or secure and hold employment (as defined by the local WDB)

**YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.**

<p><b>Economic Eligibility Criteria</b> Only one Economic Eligibility criterion in this column needs to be documented.</p>	<p><b>Acceptable Documentation</b> Only one document from this column per eligibility criterion is required.  Note: Documentation should be in the form of a copy of the relevant document; a form showing that program staff verified a specific document is also acceptable.</p>
<p><b>Cash Public Assistance</b>  The applicant receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program such as TANF (W-2).</p>	<ul style="list-style-type: none"> <li>• Notice of eligibility and benefits from public assistance agency</li> <li>• Copy of check</li> <li>• Signed statement or telephone verification from Human Services Agency</li> <li>• Documentation of information from CMDR</li> </ul>
<p><b>Family Income At or Below the Current Federal Poverty Level or 70% of the Lower Living Standard Income Level (LLSIL)</b>  Documentation should be provided for <u>each</u> applicable includable income source received by the applicant and each family member for the six-month income period immediately preceding the determination date (see page 12 for the definition of family/family member). The 6-month income is doubled to arrive at the annualized family income.  An applicant who claims no income must submit a statement that no income was received during the past six months; that he or she was <b>unemployed</b> for that period; and was supported by donations/contributions from relatives and friends.  See <b>Attachment 4</b> for a list of includable and excludable income.</p>	<ul style="list-style-type: none"> <li>• Accountant statement</li> <li>• Alimony agreement</li> <li>• Award letter from Veterans Administration</li> <li>• Bank statements (Direct Deposit)</li> <li>• Court Award Letter/Decree of Court</li> <li>• Employer statement or telephone verification</li> <li>• Farm or business financial records</li> <li>• Pay stubs</li> <li>• Pension statement</li> <li>• Quarterly Estimated Tax for Self-employed Persons (Schedule C)</li> <li>• Social Security Benefits records</li> <li>• Unemployment Insurance documents and/or printout</li> <li>• Lease or landlord statement</li> <li>• Most recent tax return supported by IRS documents</li> <li>• Notice of eligibility and benefits from public assistance agency</li> </ul>

***YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.***

<p><b>Family Size for Purposes of Calculating Family Income</b>  Family: Two or more persons related by blood, marriage or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ul style="list-style-type: none"> <li>• Husband, wife and dependent children.</li> <li>• Parent or guardian and dependent children.</li> <li>• Husband and wife.</li> </ul> <p>It is necessary to verify family size when utilizing family income eligibility. In addition to documentation of family size, additional documentation may be required to establish that the family is living in a single residence.</p> <p>Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must attest to their individual status. If possible, the head of household in which that person resides should corroborate such statement. Individual must also show source of support.</p>	<ul style="list-style-type: none"> <li>• Birth*/baptismal certificates or church/hospital records</li> <li>• *Divorce decree</li> <li>• Social Security cards</li> <li>• *Alien Registration cards</li> <li>• *Marriage certificate</li> <li>• Medical card</li> <li>• Applicant statement</li> </ul>
<p><b>Food Stamps</b>  Applicant is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.).</p>	<ul style="list-style-type: none"> <li>• Authorization to obtain Food Stamps</li> <li>• Food Stamp receipt</li> <li>• Statement/telephone verification from Food Stamp or W-2 Office</li> </ul>
<p><b>Foster Child</b>  Must be a foster child for which State or local government payments are made on his/her behalf.</p>	<ul style="list-style-type: none"> <li>• Court records/documentation</li> <li>• Medical card</li> <li>• Verification of payments made on behalf of the child</li> <li>• Written statement or telephone verification from cognizant agency</li> </ul>

**YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.**

<p><b>Homeless/Runaway</b>  <b>Homeless.</b> Individual who lacks a fixed, regular and adequate nighttime residence, and who has a primary nighttime residence that is:</p> <ol style="list-style-type: none"> <li>1. A supervised publicly/private operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for mentally ill); or</li> <li>2. An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>3. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings</li> </ol> <p><b>Run-Away Youth.</b> A person under age 18 who absents himself or herself from home or a place of legal residence without the permission of parents or a legal guardian.</p>	<ul style="list-style-type: none"> <li>• Statement or telephone verification from a Social Service Agency</li> <li>• Statement or telephone verification from an individual providing temporary residence</li> <li>• Statement or telephone verification from shelter</li> <li>• Applicant statement</li> </ul>
<p><b>Individuals With Disabilities</b>  An individual with a disability shall be considered a family of one for eligibility purposes. The applicant's disability must constitute or result in a substantial barrier to employment.</p> <p><b>Note:</b> Disability status as well as income must be verified.</p>	<ul style="list-style-type: none"> <li>• Letter from Drug or Alcohol Rehabilitation Agency</li> <li>• Medical records</li> <li>• Observable condition</li> <li>• Physician, Psychiatrist or Psychologist diagnosis/statement</li> <li>• Rehabilitation evaluation</li> <li>• School Official statement</li> <li>• Sheltered Workshop certification</li> <li>• Social Security Administration Disability records</li> <li>• Social Service records/referral</li> <li>• Veterans Administration letter/records</li> <li>• Vocational Rehabilitation letter/statement</li> <li>• Worker's Compensation records/statement</li> <li>• Applicant statement</li> </ul>
<p><b>Basic Literacy Skills Deficient</b>  Defined as reading or computing at or below a 8th grade level (i.e., score of 8.9 or below)</p>	<ul style="list-style-type: none"> <li>• Standardized test</li> <li>• School records</li> </ul>

***YOUTH PROGRAM – Youth must meet General Eligibility Requirements, Economic Eligibility Requirements (Low Income) and must be documented as having 1 of 6 specific barriers.***

<p><b>School Dropout</b></p> <p>Defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent</p>	<ul style="list-style-type: none"> <li>• School statement/records</li> <li>• Applicant statement</li> </ul>
<p><b>Pregnant or Parenting</b></p>	<ul style="list-style-type: none"> <li>• Birth certificate*, hospital record of birth, baptismal record</li> <li>• Medical card</li> <li>• Statement from physician</li> <li>• Statement from school program for pregnant youth</li> <li>• School records</li> <li>• Telephone verification</li> <li>• Written statement from Social Services Agency</li> <li>• Observation</li> <li>• Applicant statement</li> </ul>
<p><b>Offender</b></p> <p>Any adult or youth who is, or has been, subject to any stage of the criminal justice process for whom service under WIA may be beneficial or who requires assistance in overcoming artificial barriers to employment from a record of arrest or convictions, including misdemeanors.</p>	<ul style="list-style-type: none"> <li>• Documentation from Juvenile Justice/criminal justice system</li> <li>• Court records</li> <li>• Letter of Parole</li> <li>• Police records</li> <li>• Statement from Halfway House</li> <li>• Statement from Probation Officer</li> <li>• Newspaper</li> <li>• Telephone verification</li> <li>• Applicant statement</li> </ul>
<p><b>Requires Additional Assistance to Complete an Educational Program, or to Secure and Hold Employment</b></p> <p><b>Note:</b> This criterion is locally defined by the WDB (the 6<sup>th</sup> eligibility criterion)</p>	<ul style="list-style-type: none"> <li>• Documentation as appropriate to verify criteria used</li> </ul>

<b>5% Exception</b> Youth who are not low income may be eligible to receive WIA services if they are in one or more of the following categories. Youth qualifying under the 5% exception may number no more than 5% of the total active participants at any given time in the WDA. <b>Only one criterion in this column need be verified.</b>	<b>Acceptable Documentation</b> Only one document from this column per eligibility criterion is required
<b>School Dropout</b>	See page 14
<b>Basic Literacy Skills Deficient</b>	See page 13
<b>Individuals with Educational Attainment that is One or More Grade Levels Below the Grade Level Appropriate to the Age of the Individuals</b>	<ul style="list-style-type: none"> <li>• Telephone verification from the school</li> <li>• Statement from school</li> <li>• Report Card</li> <li>• School records</li> </ul>
<b>Pregnant or Parent</b>	See page 14
<b>Individuals with Disabilities</b>	See page 13
<b>Homeless or Runaway</b>	See page 13
<b>Offender</b>	See page 14
<b>Other Eligible Youth who Face Serious Barriers to Employment as Identified by the Local Board</b> <b>Note:</b> This criterion is locally defined by the WDB	<ul style="list-style-type: none"> <li>• Documentation as appropriate to verify criteria used.</li> </ul>

## Document Verification Form

The purpose of this form is to record that the following documents were examined to verify eligibility.

(Check ☐ next to item examined. For each document examined show document date, reference number, issuer, and source, as applicable)

Participant Name	Social Security Number
1. Date of Birth	Verified By: <input type="checkbox"/> Birth Certificate* <input type="checkbox"/> Driver's License (must include expiration date)* <input type="checkbox"/> ID Card <input type="checkbox"/> Other (describe):
2. Residence	Verified By: <input type="checkbox"/> Driver's License (must include expiration date)* <input type="checkbox"/> ID Card <input type="checkbox"/> Letter/document addressed to applicant <input type="checkbox"/> Other (describe):
3. Eligible to Work in United States: <input type="checkbox"/> Yes <input type="checkbox"/> No	Verified By: <input type="checkbox"/> Driver's License (must have a state license number and expiration date, and must be used in addition to SSN Card)* <input type="checkbox"/> Social Security Card (must be used in addition to a Driver's License) <input type="checkbox"/> Birth Certificate* <input type="checkbox"/> Citizenship Record* <input type="checkbox"/> Passport* <input type="checkbox"/> Immigrant/Resident Alien Card*
4. Social Security Number:	Verified By: <input type="checkbox"/> Social Security Card <input type="checkbox"/> Tax Form <input type="checkbox"/> Pay Check Stub <input type="checkbox"/> Other (describe):
5. Selective Service Number:	Verified By: <input type="checkbox"/> Internet ( <a href="http://www.sss.gov">www.sss.gov</a> ) <input type="checkbox"/> Telephone (847) 688-6888 <input type="checkbox"/> Card
6. Veteran Status:	Verified By: <input type="checkbox"/> DD-214 (issued when exiting military service) <input type="checkbox"/> Eligibility card for VA benefits <input type="checkbox"/> Other (describe):
Documents examined by: _____ Date: _____	

\*Items that cannot be photocopied



**Telephone Verification Form**

<b>Identifying Information</b>	
Applicant's Name	Social Security Number
<b>Eligibility Verification by Telephone</b>	
Name and/or Number of Document	
Eligibility Items to be Verified	
Information Verified	
Agency Providing Verification	
Agent Verifying Eligibility Item	
Date and Time of Verification	
Area Code and Telephone Number of Agency Providing Verification	

I attest that the information recorded by me on this document was obtained through telephone contact on the above date. As indicated by the agent, all information was obtained from data previously determined and recorded in the applicant's records at the agency providing the eligibility verification.

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Agent's Signature

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Date Signed

## Lists of Acceptable Documents Used for INS Form I-9 to Determine Identity and Employment Eligibility

### List A Documents that establish both identity and employment eligibility

1. US Passport (unexpired or expired)
2. Certificate of US Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization issued by INS which contains a photograph (INS Form I-688B)

### List B Documents that establish identity

1. Driver's license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.
2. ID card issued by federal, state or local government agency that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.
3. School ID Card with photograph.
4. Voter Registration Card
5. US Military Card or draft record
6. Military Dependent's ID Card
7. US Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care record

### List C Documents that establish employment eligibility

1. US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal
4. Native American tribal document
5. US Citizen ID Card (INS Form I-197)
6. ID Card for use of resident Citizen in the United States (INS Form I-179)

## **Inclusions and Exclusions for Determining Family Income**

### **Included in Family Income**

- Any money, wages, and salaries before deductions (payments for work performed, where there is an employer/employee relationship, would be considered “wages” and therefore, included as income for WIA eligibility purposes)
- Net receipts from nonfarm self-employment (receipts from a person’s own unincorporated business, professional enterprise, or partnership after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker’s compensation, and training stipends
- Alimony
- Military family allotments or other regular support from an absent family member or someone not living in the household, but not child support
- Pensions whether private or government employee (including military retirement pay)
- Regular insurance or annuity payments
- College or university grants (excluding Pell grants), fellowships, and assistantships
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts
- Net gambling or lottery winnings
- Social Security Disability (SSDI) insurance payments

### **Not Included in Family Income**

- Unemployment compensation
- Needs-based scholarship assistance
- Financial assistance under Title IV of the Higher Education Act (Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford and Perkins loans) are debt and not income
- Child support payments
- Cash welfare payments under a Federal, State or local income based public assistance program (e.g., TANF, SSI, RCA, GA, Emergency Assistance)
- Regular payments from Old Age and Survivors Insurance (OASI) benefits received under Section 202 of the Social Security Act
- Foster care payments
- Non cash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals and housing assistance.
- Certain one-time lump sum payments, assets from sale of home, property, or car; insurance settlement, inheritance, compensation for injury, etc.
- Capital gains and losses
- Income earned while a veteran was on active military duty and certain other veterans’ benefits, i.e., compensation for service-connected disability, family compensation for service-connected death, vocational rehabilitation, and education assistance
- Tax refunds, gifts, loans, IRA withdrawals
- Job Corps payments